

POSITION DESCRIPTION

POSITION DATA

Title: TREASURER
Organisation: *Club name here*
Reports to: PRESIDENT & COMMITTEE

Functional Relationships

President	Secretary
Executive Committee	Caretaker

POSITION SUMMARY

The Treasurer is the chief financial management officer of the _____ club/group. The Treasurer is directly responsible to the President of _____ and members of _____.

The Treasurer may chair the Finance Committee at larger clubs/groups or associations.

DUTIES

- Prepare a budget and monitor it carefully
- Keep the club's books up-to-date
- Keep a proper record of all payments and monies received
- Make sure financial reports are available and understood at all committee meetings
- Show evidence that money received is banked and documentation provided for all money paid out
- Ensure that information for an audit is prepared each year
- Arrange the audit
- Give treasurer's report at regular meetings and when required
- Produce an annual financial report
- Send out accounts
- Pay the bills

KNOWLEDGE AND SKILLS REQUIRED

- Well organised
- Able to allocate regular time periods to maintain the books
- Able to keep good records
- Able to work in a logical orderly manner
- Aware of information, which is needed to be kept for the annual audit

ESTIMATED TIME COMMITMENT REQUIRED

The estimated commitment required as the Treasurer of _____ is _____ hours per week.

The Treasurer is appointed for a _____ term.

The time commitment required as the Treasurer of a club/group varies greatly from club/group to club/group. Smaller clubs may require a Treasurer to spend only a half hour to an hour per week or larger clubs, two to three hours per week on Treasurer's duties.